

**REQUEST FOR PROPOSAL - ESTRELLA RECREATIONAL VEHICLE CAMPING FACILITY
CONCESSION**

SERIAL PR10 - 04 - RFP

- Purpose: This document defines the basic services required; the proposal procedures; the evaluation criteria; and other factors pertinent to this Request for Proposal (RFP). The purpose of this RFP is to select a proposed vendor ("Successful Proposer") to develop, manage, operate and maintain a recreational vehicle ("RV") camping facility to be located at Estrella Mountain Regional Park, part of the Maricopa County Regional Park System, and to be located adjacent to a similar proposed RV camping facility which will be located on Estrella Mountain Regional Park Golf Course ("Golf Course"). The RV camping facility ("Complex") will be open to the public to where RV sites will be available for rental. The desire of Maricopa County Regional Parks and Recreation Department is that the concession be a year-round operation. The Successful Proposer shall furnish all labor, materials, equipment, permits, environmental compliance and insurance to perform the tasks required.
- Release Date: **November 12, 2009**
- Location: Estrella Mountain Regional Park, Maricopa County Regional Parks, Maricopa County Arizona.
- Proposal: Shall be a submission pursuant to the terms of this RFP by a qualified entity ("Proposer" or "Proposers") and shall consist of a proposal to develop, manage, operate and maintain a RV camping facility.
- Forms: Copies of the Request for Proposal may be obtained from County at Maricopa County Parks and Recreation Department 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004, Phone: (602) 506-2930, or by downloading from the Website at www.maricopa.gov/parks.
- Pre-Proposal: A **Mandatory** Pre-Proposal Conference shall be held at the Nature Center, Estrella Mountain Regional Park, 15099 W. Casey Abbott Drive North, Goodyear, AZ 85338 at **9:00 a.m. (Mountain Standard Time) on Thursday, December 3, 2009. Proposals from non-attendees shall not be considered.** Late arrivals shall be denied entry. Parks and Recreation staff shall make a brief presentation and questions shall be answered. If requested by attendees, copies of oral and written questions and responses shall be sent to all attendees. **Please bring a copy of the RFP with all Exhibits and Appendixes.**
- RFP Costs: *Proposers are not entitled to recover any Proposal preparation costs or other costs or damages.*
- Due Date: Proposals are due at the Maricopa County Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, AZ 85004, not later than **3:00 p.m. (Mountain Standard Time) on Thursday, February 25 2010. Late Proposals shall not be accepted.**

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All Proposals must be submitted in the format identified in the RFP. The Maricopa County Board of Supervisors reserves the right to reject any and all Proposals.

All Proposals are to be sealed, signed, and marked: **Estrella Recreational Vehicle Camping Facility Concession – Serial PR10-04-RFP**. All inquiries relative to this Solicitation should be directed to Contract Administrator, Maricopa County Parks and Recreation Department, 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004.

All Proposals shall be submitted to:

**Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, Arizona 85004**

ATTENDANCE IS MANDATORY AT THE PRE-PROPOSAL CONFERENCE

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1.0 INTRODUCTION.

1.1 Scope and Intent.

1.1.1 Maricopa County, a political subdivision of the State of Arizona, hereinafter known as "County" is soliciting proposals from qualified proposers to meet basic services which encompass 1) to develop a recreational vehicle camping facility and all supporting infrastructure (See **Appendix 1.1.1 – Site Complex**) 2) operate, in coordination with County and the Concessionaire of the Golf Course, the Complex; 3) manage, in coordination with County and the Concessionaire of the Golf Course, the Complex; and 4) maintain, in coordination with County and the Concessionaire of the Golf Course, the Complex. The intent of the Complex is to enhance those recreation opportunities currently available or projected at Estrella Mountain Regional Park ("Park"). RV sites will be based upon availability at the time reservations are made. RV sites will be for rental only – no "lot sales or leases" will be permitted; however, the Successful Proposer, if desired, could have extended RV site rental agreements; however, if the intent is to do so, that intent must be stated in the RFP response. Duration and number of RV sites eligible for the extended rental agreement will be agreed upon as part of the negotiated Use Management Agreement and be in accordance with current guidelines, policy or statutes. The desire of County is that the concession shall be a year-round operation. The Concessionaire of the Golf Course is not precluded from responding to this RFP.

1.1.2 County is conducting a competitive selection process to obtain these services. It is the intent to use the RFP process described herein to select one qualified Proposer to provide those services desired by County.

1.1.3 In the context of this RFP, RV site refers to an area designated for the parking of a recreational vehicle of which a recreational vehicle will be designated as a motorized vehicle, trailer, fifth (5th) wheel or pop-up tent camper designed for recreational use; equipped with potable water hookup; potable water storage tank; storage tank for "grey" water (shower or dishwashing water); storage tank for "black" water (sewage); capable of using electrical power; generator for electrical power; refrigeration; air conditioning; approved heating source; approved cooking source; and sleeping area(s). An area designated for tent camping may be considered if within the scope of development. Quantity of sites will be based upon the application of industry standards; Complex size; additional facilities and amenities proposed; and permitting requirements. Sites will be of a size sufficient to accommodate larger recreational vehicles, i.e. up to forty (40) feet in length, or industry standard; wide enough and sufficient depth for the parking of a tow vehicle in front of the RV or on-site without interfering with adjacent RV activities or vehicular traffic within the Complex, or industry

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standard; and with a width sufficient to accommodate, as a minimum, an on-site picnic table, RV awnings and slide-outs, or industry standard. Each site, as a minimum will be equipped with 50 amp electrical sources, potable water and other amenities to the size and specification of industry standard and what would be required for operation of newer RV's and their amenities. Based on development guidelines proposed, a sewer outlet to dispose of gray and black water may be located on each site, a dump station could be constructed, or the Successful Proposer may propose a combination thereof. As a minimum there will be some means to dispose of gray and black water located on the Complex. Exceptions to the requirements stated in this section must be clearly identified in the RFP response.

- 1.1.4 The Successful Proposer will identify in their response additional facilities or amenities that would be incorporated into the Complex and the number of RV sites to be developed. (See **Appendix 1.1.1 – Site Complex**) Examples of amenities would be a club house, swimming pool, jacuzzi, sauna, convenience store and activities center. Coordination of facilities or amenities to be part of the Complex and/or developed in coordination with the Concessionaire of the proposed Golf Course and its RV camping facility is encouraged. Coordination and development with the Park, as appropriate, should be considered.
- 1.1.5 Site and Complex development can be phased based on demand. The Successful Proposer will provide, as part of their Proposal, the anticipated timeline for development of sites, facilities and amenities.
- 1.1.6 The Successful Proposer, as part of the Complex design, will designate, in coordination with County, up to six (6) RV sites to be used by Park Hosts in support of Estrella Mountain Regional Park. These sites will, in addition to the design requirements outlined above and standard to the rest of the Complex, be covered to the specification provided by County and will be on concrete pads. These sites will be made available to County for the duration of the negotiated Use Management Agreement, to include renewal options, at no cost to the County in terms of utilities, rental or maintenance; however, through coordination with County, may be occupied by public patrons of the Complex when not occupied by County. Park Hosts will have access to all Complex amenities without additional fee.
- 1.1.7 Concession Guidelines.

Appendix 1.1.7 – Concession Guidelines is provided as a general reference in developing the Proposal.

- 1.1.8 In the context of this RFP, the Proposer refers to the entity seeking to provide the services required; Entity means functioning as a legal business entity recognized in the State of Arizona; and Concessionaire ("Successful Proposer")

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refers to that Proposer that is presented with the opportunity to negotiate a Use Management Agreement ("Agreement") with County which is the governing agreement between the Successful Proposer and the County. *The terms of the Agreement are subject to negotiation and subject to the approval of the Maricopa County Board of Supervisors.* The purpose of this RFP is to provide notice to prospective Proposers of the general terms of the Agreement. However, the final approved and fully executed Agreement shall constitute the entire agreement between County and the Successful Proposer and shall supersede any and all terms of this RFP.

1.2 Exceptions.

Exceptions to the provisions as stated in the RFP *must be submitted in writing prior to the Pre-Proposal Conference.* Requests shall have necessary supporting documentation in order for Parks to make a written determination as to the Proposer's eligibility to participate in this solicitation. Exceptions shall be reviewed by Parks. Responses to exceptions shall be provided in writing prior to the date required for Proposals to be submitted. Submit exception requests to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, AZ 85004

1.3 Demographic Trends – Arizona and Maricopa County.

Over sixty percent (60%) of the State's population lives in Maricopa County.

Demographics:

5 and Under	7.8%
18 and Under	26.4%
65 and Older	12.8%
Median Household Income (2004)	\$43,696
% Native Hawaiian/Pacific Island	0.2%
% White (Not Hispanic)	59.7%
% Hispanic/Latino	29.2%
% Black	3.8%
% Asian	2.4%
% American Indian/Alaska Native	4.8%

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(Source: Arizona Quick Facts from the U.S. Census Bureau) (2006)

The area surrounding Estrella Mountain Regional Park ("Park") continues to experience population growth. Tourism and outdoor recreation continue to be some of the State's greatest sources of revenue which in the immediate area of the Complex, recreational amenities include, but are not limited to:

- 1.3.1 Estrella Mountain Regional Park: consisting of a new nature center, and 19,800 acres of desert and mountains with hiking and equestrian trails, picnic sites, ramadas, a playground, a multiuse track, a horse staging area, a rodeo arena, a volleyball court, ball fields and an amphitheater;
- 1.3.2 Estrella Mountain Regional Golf Course: an 18-hole, par 71, course;
- 1.3.3 Phoenix International Raceway: which hosts two (2) National Association for Stock Car Auto Racing ("NASCAR") events per year (April and November);
- 1.3.4 City of Goodyear Ballpark and Recreational Complex: which is home to major league baseball teams (Cleveland Indians and Cincinnati Reds) during spring training (February – April).
- 1.3.5 University of Phoenix Stadium (Glendale), home of the Arizona Cardinals.
- 1.3.6 Numerous other facilities hosting sporting and entertainment venues.

Although currently experiencing the effects of the downturn of the economy, recreational opportunities within the Maricopa County Regional Parks' System continue to provide a viable alternative to more expensive recreation and entertainment options. It is believed that the providing of an RV Complex within one of the more heavily used parks within the Parks' System (139,208 visitors during the period July 1, 2008 – June 30, 2009 in addition to 38,311 rounds of golf at the Golf Course during the same period) will further support the continued success of the recreational opportunities offered within the Park.

2.0 GOAL.

- 2.1 It is County's goal, through its Parks and Recreation Department, to have available to residents and visitors of Maricopa County, RV sites so that they can take advantage of numerous recreational opportunities within the Parks' System and the surrounding area.
- 2.2 It is the expectation of County that the Successful Proposer shall continue to provide RV recreational opportunities to the general public for which the scope is set forth in **Section 1.1** of this RFP.

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- 2.3 A secondary goal is that through the opportunities available, there will be an increase in Park usage and a greater appreciation for outdoor recreation.

3.0 TERM AND TERMINATION.

3.1 Term.

The term for the Agreement shall be negotiated between the County and the Successful Proposer with the potential for renewal options. It is the intent of County that this be a multi-year Agreement not to exceed twenty-five (25) years with multi-year renewal options, not to exceed a total of twenty-five (25) years.

3.2 Termination.

- 3.2.1 As a condition of the negotiated Agreement, a clause for “termination without cause” may be considered.

- 3.2.2 “Termination for cause” shall be included as part of the Agreement. Representative reasons include, but are not limited to:

- A. Respective Park properties are no longer safe or useful for recreation purposes.
- B. Regulations make continuation of the Agreement infeasible.
- C. Unsatisfactory performance, determined by County, on the part of the Successful Proposer within the requirements of the Agreement.
- D. Inability of the Successful Proposer and County, collectively known as “Parties” to mutually agree as to the terms and conditions outlined in renewal options, if available, within the Agreement.
- E. The Agreement is subject to termination due to the non-appropriation of funding by the County, without any liability to County.
- F. Termination of the Agreement between County and the agency from which County acquired the land on which the Park and Complex are located.
- G. The Agreement is subject to termination pursuant to A.R.S. § 38-511.

- 3.2.3 Upon termination of the Agreement, unless otherwise stated in the Agreement, the Complex consisting of all improvements and infrastructure shall remain the property of the County. In the event of conflict between the Request for

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Proposal and the Use Management Agreement, the Use Management Agreement shall prevail.

4.0 RESPONSIBILITIES AND REQUIREMENTS.

4.1 Insurance/Liability.

4.1.1 The Successful Proposer shall be required to maintain public liability and property damage insurance in a form acceptable to the County. This shall include naming the County as an "additional insured entity" on all required insurance coverage or as stipulated in the Use Management Agreement.

4.1.2 The Successful Proposer, as appropriate, shall be required to carry Worker's Compensation for statutory limits.

4.1.3 The Successful Proposer agrees to indemnify and save harmless the County or any of their dependents, agencies, officers or employees, from and against all loss, expense, damage or claim of any nature whatsoever which is caused by any activity, condition or event arising out of the performance or non-performance of the Successful Proposer.

4.2 Utilities.

The Successful Proposer shall have access to existing park utilities if adequate; however, will be responsible for reimbursement to County as appropriate. It is anticipated that the only utility that would be available is water to be used for irrigation that comes from a well jointly used by the Golf Course and the Park. The Successful Proposer would be responsible for entering into a separate agreement with County and the Golf Course Concessionaire for responsibility in sharing the cost of the well maintenance and electricity required to pump water from the well. Currently the Golf Course Concessionaire is responsible for all well maintenance and electricity is prorated between County and the Golf Course Concessionaire based on water usage. Additional utilities, i.e. potable water, electricity and telephone are in the general area for accessibility. Sewer access is not available. The Successful Proposer would be required to install septic if that is the selected means for disposal of waste water and sewage. The Successful Proposer shall be responsible for coordination with County and for all costs associated with design, permitting, and installation. The Successful Proposer shall be responsible for the payment of all fees associated with the usage of utilities.

4.3 Facility and Grounds Maintenance.

4.3.1 The Successful Proposer shall be responsible for overall maintenance and repair of all structures, facilities, amenities, grounds and for the general appearance of the Complex.

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- 4.3.2 The Successful Proposer shall be responsible for the development of all roads within the Complex and for the maintenance of said roads to include road maintenance leading from Vineyard Avenue to the Golf Course or the Complex unless an agreement is reached between the Successful Proposer and Concessionaire of the Golf Course for shared maintenance responsibilities.
- 4.3.3 It is the intent of County, as part of the negotiated Use Management Agreement, to require the Successful Proposer to establish a separate maintenance account and a Capital Improvement Project account to ensure funding is available on the part of the Successful Proposer for future major maintenance and capital improvement.
- 4.3.4 The Successful Proposer shall be responsible for monitoring and maintaining control of bugs, rodents and other related issues that could adversely affect the health of individuals, animals and the environment.

4.4 Construction Plans.

- 4.4.1 The Successful Proposer shall be responsible for the submission of all plans, the obtaining of all required permits, the completion of required environmental studies, and construction of the improvements and all associated costs. The Successful Proposer shall be required to comply with all applicable health, building, zoning, fire and safety codes; the American with Disabilities Act; the Architectural Barriers Act; the Uniform Federal Accessibility Act; and the Arizona Native Plant Law. County Parks and Recreation Department will be given the opportunity to review plans of said improvement and give its permission, in writing, to proceed with the formal design, review, permitting, studies and construction of said improvement.
- 4.4.2 NOTICE IS HEREBY PROVIDED that County Parks *does not have the authority to perform technical review or approval. It is the responsibility of the Successful Proposer to determine these requirements.* The Successful Proposer hereby acknowledges that the Maricopa County Department of Parks and Recreation does not have the authority or ability to issue permits or licenses as required pursuant to this RFP or subsequent Agreement or other permitting or licensing agency and the determination of whether the Successful Proposer is in compliance with the permitting and licensing requirements is with the respective permitting or licensing agency.
- 4.4.3 The Successful Proposer, within a specified and agreed upon time as outlined in the negotiated Use Management Agreement, will be required to establish a Performance Bond or some other Performance Guarantee acceptable in a form and amount to both County and the Successful Proposer.

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4.5 Environmental Compliance.

4.5.1 Current Status.

If the Successful Proposer activities results in adverse environmental impacts, the Successful Proposer shall be fully accountable for any resulting site assessment and clean-up cost required to restore the property.

4.5.2 Regulated Uses and Disposal.

- A. The Successful Proposer, as part of the RFP, shall provide to County a complete list identifying all hazardous material or petroleum products and their approximate quantity that shall be brought on site. (See **Exhibit I – Hazardous Material or Petroleum Products**) Thereafter, the Successful Proposer shall be required to notify Parks only when additional hazardous materials or petroleum products are brought on site. County reserves the right to deny access of any hazardous material(s) to its Park or to require the Successful Proposer to remove any hazardous material(s) the Successful Proposer brought into the Park or caused to be brought into the Park at the expense of the Successful Proposer.
- B. Management and proper disposal of all hazardous material is the responsibility of the Successful Proposer. The Successful Proposer shall agree to comply with all environmental laws and regulations and to take such other actions as may be required to protect against environmental liabilities. Any hazardous substances must be disposed of in accordance with all required laws and regulations concerning the use and disposal of such substances. The Successful Proposer shall be required to keep Material Safety Data Sheets and supporting records on site for the identified materials and products. In addition, the Successful Proposer shall be required to retain required documentation relating to the management and disposal of all hazardous material.

5.0 **GENERAL PROVISIONS.**

5.1 Accident Reporting.

The Successful Proposer shall be required to immediately report to County any event which results in the death or significant injury requiring medical transport or attention to the Successful Proposer's employees, Successful Proposer members, or members of the general public.

5.2 Debris/Obstacles.

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The Successful Proposer is responsible to ensure that there is no debris or obstacles that can interfere with the safe operation of the Complex. If debris or obstacles are identified by the Successful Proposer, it is their responsibility to coordinate for such removal of said debris or obstacle.

5.3 Park Rules and Regulations.

The Successful Proposer is responsible for ensuring that each group occupying the RV site is in compliance with the County's Park Rules and Regulations, to include payment of the Park's entry fee, if applicable. A copy of the Park Rules and Regulations will be incorporated into the Use Management Agreement of which the Successful Proposer shall be responsible for distribution thereof to the occupying group.

5.4 Emergency Notification.

As part of the Use Management Agreement, the Successful Proposer shall be required to provide names and contact numbers of, as a minimum, a primary and alternate Point-of-Contact. This information shall be retained by County for emergency notification.

5.5 Emergency Evacuation Plan.

The Successful Proposer shall be responsible for informing each group occupying an RV site that the occupants are to follow the direction of Park personnel in event of emergency evacuation.

5.6 Compliance with Laws.

5.6.1 The Successful Proposer shall agree to comply with all applicable federal, state, County, Parks and city statutes, laws, ordinances, rules and regulations as they pertain to the operation Recreational Vehicle Resort Concession.

5.6.2 Equal Opportunity Employment Requirements.

The Successful Proposer shall not discriminate against any employee or applicant for employment because of race, age, handicap, disability, color religion, sex, sexual orientation or national origin. The Successful Proposer shall comply with Title VI and Title VII of the Federal Civil Rights Act; the Federal Rehabilitation Act; the Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990, A.R.S. §41-1461 *et.seq.*, A.R.S. §41-1492 *et.seq.*, 29 U.S.C. §721 (Section 504), and Arizona Executive Order 75-5 which mandates that all persons shall have equal access to employment opportunities.

5.6.3 Immigration Reform and Control Act of 1986 (I.R.C.A.).

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The Successful Proposer shall understand and acknowledges the applicability of the I.R.C.A. The Successful Proposer shall agree to comply with the I.R.C.A. and Arizona statutes, in the performance of this Agreement and, upon request, permit the County to inspect personnel records to verify such compliance.

5.6.4 Employer Sanctions Law.

- A. The Successful Proposer warrants that it is in compliance with all federal immigration laws and regulations that relate to its employees and their compliance with A.R.S. § 41-4401, subsection A;
- B. That a breach of a warranty under subsection A above shall be deemed a material breach of the contract that is subject to penalties up to and including termination of the contract;
- C. That the contracting government entity retains the legal right to inspect the papers of any Successful Proposer or subcontractor employee who works on the contract to ensure that the Successful Proposer or subcontractor is complying with the warranty provided under subsection A above and that the Successful Proposer shall agree to make all papers and employment records of said employee(s) available during normal working hours in order to facilitate such an inspection;
- D. That nothing herein shall make any Successful Proposer or subcontractor an agent or employee of the contracting government entity.

5.6.5 Verification Regarding Compliance with A.R.S. §§ 35-391.06 and 35-393-06, Business Relations with Sudan and Iran.

- A. The Successful Proposer shall certify that it does not have scrutinized business operations in Sudan or Iran. The Successful Proposer shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Contract Administrator upon request.
- B. The County may request verification of compliance for a Successful Proposer or subcontractor performing work under the Contract. Should the County suspect or find that the Successful Proposer or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to, suspension of work, termination of the Contract for default, and suspension or debarment of the Successful Proposer. All costs necessary to verify compliance are the responsibility of the Successful Proposer.

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5.6.4 The Complex shall be open to the public and otherwise enhance public recreational uses at the Park. No person shall be denied use of the Complex because of race, sex, age, handicap, disability, color, religion, sexual orientation or national origin. Safe use of some of the Complex facilities may require a level of physical skill and strength that some persons may not possess. The Successful Proposer reserves the right to deny any person use of those portions of the Complex when it reasonably believes that such use poses a direct threat to the health or safety of others.

5.7 Recovery of Costs.

Proposers are not entitled to recover any Proposal preparation costs or other costs or damages associated with the preparation of this Proposal including, but not limited to, the RFP is withdrawn; the event the County does not make an award; County fails to successfully negotiate an Agreement; or County awards the Agreement to another Proposer.

5.8 Proprietary Information.

The Proposer must clearly identify items to be considered as "proprietary" information and that they do not want this information to be part of the public record. **This request must be made in writing and submitted prior to Parks receiving the Proposal.** Requests identifying proprietary information received after receipt of the Proposal shall not be accepted and information submitted shall become part of the public record. County shall make a determination as to accepting or declining the Proposer's request. As a general guideline, only financial information shall normally be considered proprietary and then only if requested by the Proposer. Requests for proprietary consideration must be sent to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N. Central Avenue, Suite 6400
Phoenix, AZ 85004

5.9 Rejection of Proposals.

If determined to be in the best interest of County, County reserves the right to reject any and all Proposals received in response to this RFP. County agrees to take reasonable care to protect any proprietary information identified by the Proposers received as part of their RFP response.

5.10 Reports.

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Reporting and retention pertaining to financial records and attendance reports shall be outlined in the Agreement.

6.0 FEES.

During the term of the Agreement, the Successful Proposer shall be required to pay County a fee as agreed to in the Agreement. (See **Exhibit J – Fee Schedule**) This fee is independent of the park entry fee, if applicable, that shall be paid to Parks by each visitor upon entry to a park. The Successful Proposer must state in the proposed fee structure if the proposed fee structure is inclusive of the Park entry fee.

7.0 RFP GUIDELINES AND PROCESS.

7.1 General.

7.1.1 Modifications.

County may institute changes or modifications to the RFP specifications and if done so, shall notify all participants in a timely manner by an addendum to this RFP.

7.1.2 Negotiation.

Aspects of the Agreement, unless restricted by the RFP, are subject to negotiation.

7.1.3 Proposal Withdrawal.

If at any time prior to the selection of the Selected Proposal a Proposer decides to withdraw their Proposal, that Proposer is requested to give written notice to Maricopa County Parks and Recreation Department, Attn: Contract Administrator, 234 N. Central Avenue, Suite 6400, Phoenix, Arizona 85004.

7.1.4 Award Consideration.

Consideration for award shall only be made to Proposers whose Proposal best meets the criteria stated in the RFP; for Proposers who can best demonstrate the knowledge and resources necessary to commit and succeed with the Proposal submitted; and who demonstrate the required qualifications and experience to succeed with the RV camping facility concession.

7.1.5 Incorporation of the Proposal into the Agreement.

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The contents of the RFP and the Successful Proposer responses are incorporated, in total, into any Agreement. Where the Agreement is in conflict with the RFP or response, the Agreement shall control.

7.1.6 Financial Status.

- A. County reserves the right to require the Proposer to provide County with unrestricted access to their financial records. All Proposers shall make available, upon request, current audited financial statements that reflect the assets and liabilities of the Proposer. This is required in order to determine if the Proposer has adequate resources to develop, operate, manage and maintain the Complex. If Proposer fails or refuses to provide this information within five (5) business days after requested, County may find this to be sufficient grounds to reject a Proposal.
- B. If this is a new business entity created for the purpose of responding to this RFP, then the following information must be made available upon request:
 - (1) Names and addresses of all individuals with outstanding shares or ownership interest of five percent (5%) or more.
 - (2) Financial statements of each individual identified above.
 - (3) Tax returns for three (3) years for each individual identified above.
- C. By submitting a Proposal in response to this RFP, the Proposer agrees to provide County, in writing, with any relevant information requested if the Proposer becomes involved as a debtor: **(Exhibit G – Litigation, Claims, Judgments or Government Investigations)**
 - (1) In a bankruptcy proceeding.
 - (2) In a reorganization, dissolution or liquidation proceeding.
 - (3) If a trustee or receiver is appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.
- D. County reserves the right to take any action available to it, if it discovers a failure to provide such information.

7.1.7 Competition, Non-Collusion and Conflict of Interest.

The Proposer expressly warrants and certifies so as not to foster a non-competitive business environment:

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- A. That neither the Proposer, its employees, or associates, either by themselves or through an LLC, partnership, corporation, or any other entity, currently possesses any commercial interests adjacent to or near a Maricopa County Park that shall compete with major recreational amenities currently being offered. This does not preclude the current Concessionaire of the Golf Course from submitting a proposal as submission would compliment the Complex, not compete with.
- B. That neither the Proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in conjunction with this Proposal.
- C. That the Proposer is not under any contractual or legal obligation or impediment which could or would conflict with the duties and obligations that shall be imposed upon a Successful Proposer to develop, manage, operate and maintain an RV camping facility concession for the benefit of County and the users of that RV camping facility concession.

7.1.8 Public Record.

In accordance with the Maricopa County Procurement Code, all information submitted relating to this Proposal, *except for proprietary information identified prior to Proposal submission*, shall become part of the public record upon the Parties signing and the Board of Supervisors formally approving an award (Use Management Agreement).

7.1.9 Inquiries.

Should there be a discrepancy, omission, or any questions pertaining to the RFP, notify the Parks and Recreation Department's Contract Administrator in writing, at the address below, **not later than 15 - days prior to the date for receiving Proposals**. As such, the latest date and time for submitting requests for addenda shall be on **February 10, 2010 at 5:00 p.m. (Mountain Standard Time)**. **Maricopa County or Parks is not bound by any oral statements or representations**. All questions concerning the interpretation of this document shall be in writing and addressed to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator
234 N Central Avenue, Suite 6400
Phoenix, AZ 85004

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7.1.10 Award of Agreement.

- A. The award of any Use Management Agreement shall include the evaluation criteria listed in the RFP.
- B. The Evaluation Selection Committee may select one (1) primary Proposal, along with any "Add Alternate Proposals" for Parks and Recreation Department staff to negotiate and finalize the Agreement. Under no circumstances shall multiple awards be made.
- C. The intent of County is that the Successful Proposer negotiate a final Agreement with Parks within sixty (60) days of selection. *An extension of this sixty (60)-day period may be granted, in writing, by County through its Parks and Recreation Department.* Parks shall negotiate only with principals or agents of the disclosed principals that are expressly designated in writing by the Successful Proposer
- D. If the negotiation process does not produce a final Agreement with the Successful Proposer, Parks shall negotiate with the Evaluation Selection Committee's alternate selections under the same constraints and in order of preference.
- E. *The final Agreement may include modifications to the extent necessary, without significantly changing the Scope of the Proposal, to arrive at a mutually acceptable Agreement between County and the Successful Proposer. Any deviations from the proposed Agreement, or any alternative or special conditions required by the Successful Proposer, should be clearly stated in the Proposal submitted.*
- F. The Agreement shall be forwarded to the Maricopa County Board of Supervisors for final approval.

7.2 Instructions for Preparing the Proposal.

- 7.2.1 Proposers are to provide one (1) original and five (5) copies of their Proposal. All copies shall be clearly marked as to being an original or copy.
- 7.2.2 Proposers are required to provide one (1) CD of their Proposal with the original document.
- 7.2.3 Proposers are to address Proposals, identified with title and return address, to:

Maricopa County Parks and Recreation Department
Attn: Contract Administrator

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234 N. Central Avenue, Suite 6400
Phoenix, Arizona 85004

7.3 Format and Content.

7.3.1 The Proposal submitted must be specific and complete in every detail. Proposals shall be all-inclusive in detailing the proposal. They should be practical; prepared simply and economically; and provide a straightforward, concise delineation of how the Proposer shall satisfactorily perform the services being sought. The Proposal must clearly delineate the intention of the Proposer as to the specifics of their proposal.

7.3.2 All Proposals shall follow the general format listed below; shall be tabbed; and each copy shall be presented in its own 3-ring binder.

A. Table of Contents.

B. Short introduction and summary as to how the proposal shall accomplish the scope and intent of this RFP.

C. Narrative.

Provide a narrative as to all aspects of the Proposal. As a minimum, items to be discussed in detail are:

(1) Description of the Complex to include how it shall supplement the existing recreation concessions currently located throughout the Park and the surrounding area. Identify the "target audience" to whom the Complex shall be directed.

(2) Identify the number of RV sites proposed and amenities to be provided.

(3) Identify your proposed pricing sheet for services to be provided. Include as a minimum, nightly or weekly fees; security deposit; additional fees, etc.

(4) Identify any special areas, issues or concerns to be considered by the Evaluation Selection Committee and, if a Successful Proposer, areas, issues or concerns that may impact negotiation of a successful Agreement. Examples of these areas include, but are not limited to: health or safety concerns, development concerns, management or operation concerns, fee structure, etc.

7.4 Exhibits to be Included.

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Proposals shall include the following Exhibits.

Exhibit A - Contact Person - Provide the name and address of the Proposer for purposes of notification or other communication relating to the Proposal. Proposals must be signed by a business entity official who has been authorized to make such commitments.

Exhibit B - References - Provide three (3) governmental agencies or private firms with whom you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

Exhibit C - Principals - Enumerate, in detail, the duration and extent of the business experience of the principals, with special emphasis upon experience in the RV industry with which this Proposal relates. You are encouraged to include photographs, videos or any other graphic presentations to demonstrate "like" concessions or business ventures for which you have managed, operated and maintained.

Exhibit D - Operations Plan - Describe in detail your operations plan. Items to be included would be the number of months per year the Complex would be open to the public; major services and amenities you intend to provide; proposed rates; proposed number of RV sites to include proposed site plan; and how do you plan to coordinate with and market your concession with County and local entities with the goal of promoting the Complex, the Golf Course and the Park.

Exhibit E - Demonstration of Environmental Excellence - Describe the experience of your organization in demonstrating excellence in environmental protection including preservation principles, methods, and techniques. Include your knowledge of environmental laws as they apply to operation of the Complex.

Exhibit F - Additional Services - Describe any additional services or programs which you desire to provide.

Exhibit G - Litigation, Claims, Judgments or Government Investigations - Provide detailed information of any type of litigation, claims, judgments or government investigations (previous or pending) involving any principal, participant, individual financial backer or investment group, or legal business entity associated with this Proposal.

Exhibit H - Previous Performance on County or Parks Agreements - Provide a brief summary of your past performance and evaluations on any prior Parks or closely related County agreements.

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Exhibit I - Hazardous Material or Petroleum Products - Provide a detailed list of all hazardous material or petroleum products and approximate quantities initially to be brought on site.

Exhibit J - Fee Schedule - State your proposed fee schedule to be paid to County Parks.

Exhibit K - Financial Plan –

- (A) All Proposers shall make available, within five (5)-days of being requested by County, current audited financial statements that reflect the assets and liabilities of the Proposer. This is required in order to determine if the Proposer has adequate resources to develop, operate, manage and maintain the Complex. Failure or refusal to provide this information may be sufficient grounds for County to reject a Proposal.
- (B) If this is a new business entity created for the purpose of responding to this RFP, then the following must be made available upon request:
 - (1) Names and addresses of all individuals with outstanding shares or ownership of five (5%) percent, or more in the business entity.
 - (2) Financial statements of each individual identified above.
 - (3) Tax returns for three (3) years for each individual identified above.
- (C) Include a financing plan specifying how the Proposal shall be financed. Also include documentation supporting the internal availability of equity funds to finance any part of your Proposal not financed with debt. Documentation should specifically include identification of possible lenders and terms; audited financial statements from the Proposer and joint venture partners; and copies of relevant corporate or individual income tax returns.

Exhibit L - Cash Flow Analysis Pro-Forma – Complete all aspects of the enclosed pro-forma cash flow analysis that apply to your Proposal.

Exhibit M – Site Occupation Timeline – Detail the anticipated timeline for initial site development, initial occupation and phasing of additional expansion (if applicable) of the proposed Complex.

7.5 Evaluation and Approval Process.

Proposals shall be evaluated by an Evaluation Selection Committee. The evaluation and approval process is comprised of the following steps:

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- Step 1: Review of all Proposals for conformance to this Request for Proposal.
- Step 2: The elimination of all Proposals which deviate substantially from the basic intent of the solicitation and notification to Proposer.
- Step 3: An evaluation of the remaining Proposals. County may retain a consultant to assist in evaluating the Proposals.
- Step 4: If required, presentation(s) of Proposals by Proposers.
- Step 5: Selection of Proposals (and possible alternate Proposals) to negotiate an Agreement.
- Step 6: Negotiation and finalization of the Agreement by Parks' Staff and the Successful Proposer.
- Step 7: Present the Agreement to the Board of Supervisors for approval.
- Step 8: Notification to non-Successful Proposers after approval of the Agreement by the Board of Supervisors.

7.6 Evaluation Selection Factors. (See **Appendix 7.6 – Evaluation Selection Factors)**

The following factors or categories shall be considered in the evaluation of individual proposals:

7.6.1 Completeness of the Proposal.

Response to RFP provisions to include the Proposer's references; experience; and presentation (if required).

7.6.2 Development Plan.

- A. Overall concept of how the Proposal supports the County Park's mission and how does it compliment the other concessions currently located or projected within the Park. Expand on the Proposer's management qualifications and experience with an RV Complex. Include photographs, graphics, etc. of the prior facilities.
- B. The Proposer's timetable for becoming operational and for future expansion.
- C. The Proposer's plan for additional services.

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- D. The Proposer's concern for environmental issues and knowledge of environmental laws.

7.6.3 Management and Operations Plan.

- A. Management qualifications.
- B. Operations plan.
- C. The financial strength and capability of the Proposer.

7.6.4 Revenue.

- A. Proposed minimum fee to be paid to County.
- B. Strength of pro-forma in projection of future revenue.

7.6.5 Overall.

- A. Overall strength of the Proposal.
- B. Previous County or County Parks' performance.

7.7 Schedule of Events.

Unless stated otherwise in the RFP, all dates are approximate and are to be used for planning purposes only.

- (A) Request for Proposal Released: **November 12, 2009.**
- (B) **Mandatory** Pre-Proposal Conference: **9:00 a.m. (Mountain Standard Time) Thursday, December 3, 2009** at the Nature Center, Estrella Mountain Regional Park, 15099 W. Casey Abbott Drive North, Goodyear, AZ 85338. **Please bring a copy of the RFP with all Exhibits and Appendixes and a business card to the Pre-Proposal Conference.** (See Appendix 7.7 – Administrative Instructions for the Pre-Proposal Conference)
- (C) Submission of Proposals: **Thursday, February 25, 2010.** All Proposals *must be received* before **3:00 p.m. (Mountain Standard Time)** on the above date at Maricopa County Parks and Recreation Department, Attn: Contract Administrator, 234 N, Central Avenue, Suite 6400, Phoenix, Arizona 85004.

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- (D) Approximate Dates for completion of Review of Proposals: **Within thirty (30) days of submission of Proposals.**
- (E) Approximate Date of Proposer's Presentations (if necessary): **Within ten (10) days of completion of review of Proposals.**
- (F) Submission of Evaluation Selection Committee's Recommendation of the Successful Proposer to the Director, Maricopa County Parks and Recreation Department and the Director's concurrence or rejection: **Within ten (10) days of Proposer's Presentation and final Evaluation Committee recommendation.**
- (G) Director's Concurrence; Resolution of any outstanding issues between Director and Evaluation Selection Committee: **Within ten (10) days of submission of initial recommendation to the Director.**
- (H) Approximate Date of Negotiations being completed with the Successful Proposer (if selected): **Within sixty (60) days of completion of the Director's concurrence with the Evaluation Committee's recommendation.**
- (I) Approximate Date of Board of Supervisors to Approve the Agreement: **Within thirty (30) days upon successful negotiation of a Use Management Agreement.**

PROPOSAL CHECKLIST

All Proposals Must Contain The Following Information:

- ☐ Table of Contents
- ☐ Short Introduction and summary of the Proposal
- ☐ Narrative
- ☐ Contact Person (Exhibit A)
- ☐ References (Exhibit B)
- ☐ Principals (Exhibit C)
- ☐ Operations Plan (Exhibit D)
- ☐ Demonstration of Environmental Excellence (Exhibit E)
- ☐ Additional Services (Exhibit F)

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- ☐ Litigation, Claims or Judgments (Exhibit G)
- ☐ Previous Performance on County or Parks Agreements (Exhibit H)
- ☐ Hazardous Material or Petroleum Products (Exhibit I)
- ☐ Fee Schedule (Exhibit J)
- ☐ Financial Plan (Exhibit K)
- ☐ Cash Flow Analysis Pro-Forma (Exhibit L)
- ☐ Site Occupation Timeline (Exhibit M)

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EXHIBIT A – CONTACT PERSON

Proposer certifies that he has read, understands, and shall fully and faithfully comply with this Request for Proposal, its attachments, and any referenced documents.

Name of Respondent Company: _____

Company's Legal Name if
Different than Above: _____

Address: _____

Telephone Number: () _____

Fax Number: () _____

Contact Person: _____

Title: _____

Contact Person's Telephone
Number if Different than Above: () _____

Parent Company (If any): _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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EXHIBIT B - REFERENCES

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

Reference No. 1

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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Exhibit B – References (Continued)

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

Reference No. 2

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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Exhibit B – References (Continued)

List three (3) governmental agencies, or private firms, with whom you have conducted business transactions during the past three (3) years. At least two (2) of the references named are to have knowledge of your debt payment history.

Reference No. 3

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Nature and magnitude of business association, etc.:

Signature of Proposer

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EXHIBIT C - PRINCIPALS

Enumerate, in detail, the duration and extent of the business experience of the principals, with special emphasis upon experience with the type concession proposed as it relates to the development, operation, management and maintenance of the proposed RV Resort Concession.

Include photographs, videos or any other graphic presentations to demonstrate the level of experience with the proposed concession or similar type concession.

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EXHIBIT D –OPERATIONS PLAN

Describe in detail your operations plan. Items to be included would be the number of months per year the Complex would be open to the public; major services and amenities you intend to provide; proposed rates and do these rates include current entry fees for use of the Park; proposed number of RV sites to include proposed site plan; and how do you plan to coordinate with and market your concession with County and local entities with the goal of promoting the Complex, the Golf Course and the Park.

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EXHIBIT E – DEMONSTRATION OF ENVIRONMENTAL EXCELLENCE

Describe the experience of your organization in demonstrating excellence in environmental protection including preservation principles, methods and techniques. Include knowledge of environmental laws as they apply to operation of the Complex.

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EXHIBIT F – ADDITIONAL SERVICES

Describe any services or programs which you desire to provide.

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EXHIBIT G – LITIGATION, CLAIMS, JUDGMENTS OR GOVERNMENT INVESTIGATIONS

Provide detailed information of any type of litigation, claims, judgments or government investigations (previous or pending) involving any principal, participant, individual financial backer or investment group, or legal business entity associated with this Proposal.

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EXHIBIT H – PREVIOUS PERFORMANCE ON COUNTY OR PARKS CONTRACTS

Provide a brief summary of your past performance and evaluations received on any prior or closely related County, County Parks or other department or agency contract or agreement.

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EXHIBIT I – HAZARDOUS MATERIAL OR PETROLEUM PRODUCTS

Provide a detailed list of all hazardous material or petroleum products and approximate quantity of each that will be initially brought to the Complex.

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EXHIBIT J – FEE SCHEDULE

State your proposed fee schedule to be paid to County Parks.

What would be the proposed minimum fee paid to Parks on an annual basis?

This shall be further defined in the Agreement.

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EXHIBIT K – FINANCIAL PLAN

Include a financing plan specifying how the proposed Complex shall be financed. Also include documentation supporting the internal availability of equity funds to finance any part of your Proposal not financed with debt. Documentation should specifically include identification of possible lenders and terms; audited financial statements from the Proposer and joint venture partners; and copies of relevant corporate or individual income tax returns. Please ensure that financial information provided is redacted in order to protect Tax Identification Numbers, social security numbers, etc.

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EXHIBIT L– CASH FLOW ANALYSIS PRO - FORMA

Complete all aspects of this Pro forma format that apply to your proposed concession for the first ten (10) years to operate. Specifics to your Proposal shall need to be inserted under the major subsections such as Revenue, Operating Expenses, etc. Standard aspects are included with each subsection. Proposer shall be required to add additional entries as appropriate; complete the required Exhibit; and submit it with their Proposal.

Revenue Source	Year 1	Year 2	Year 3	Year 4	Year 5
Other					
Total Gross Revenue					
Operating Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Cost of Goods & Services Sold					
Salaries & Benefits					
Management Fees					
Repairs & Maintenance					
Utilities					
Insurance					
Equipment Lease & Rental					
Advertising & Promotion					
Accounting					
Taxes					

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Exhibit L – Cash Flow Pro-Forma (Continued)

Operating Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Computers (Software, Hardware, Maintenance, Technical Support)					
Contractual Services (Pest Control, Janitorial)					
Transportation					
Supplies (Cleaning, Office)					
Travel					
Permits/Licenses					
Other					
Fixed Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Fee Payment to Parks					
Interest					
Other					
Total Expenses					

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Exhibit L – Cash Flow Pro-Forma (Continued)

Revenue Source	Year 6	Year 7	Year 8	Year 9	Year 10
Other					
Total Gross Revenue					
Operating Expenses	Year 6	Year 7	Year 8	Year 9	Year 10
Cost of Goods & Services Sold					
Salaries & Benefits					
Management Fees					
Repairs & Maintenance					
Utilities					
Insurance					
Equipment Lease & Rental					
Advertising & Promotion					
Accounting					
Taxes					

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Exhibit L – Cash Flow Pro-Forma (Continued)

Operating Expenses	Year 6	Year 7	Year 8	Year 9	Year 10
Computers (Software, Hardware, Maintenance, Technical Support)					
Contractual Services (Pest Control, Janitorial)					
Transportation					
Supplies (Cleaning, Office)					
Travel					
Permits/Licenses					
Other					
Fixed Expenses	Year 6	Year 7	Year 8	Year 9	Year 10
Fee Payment to Parks					
Interest					
Other					
Total Expenses					

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EXHIBIT M – SITE OCCUPATION TIMELINE

Detail the anticipated timeline for initial site development, initial occupation and phasing of additional expansion (if applicable) of the proposed Complex.

APPENDIX 1.1.1 –SITE COMPLEX

(Maps Provided Separately)

Appendix 1.1.1A – Map Estrella Mountain Park Golf Course

The area shown depicts the existing golf course boundaries. The proposed RV Complex to be located on Golf Course property would parallel the road separating the golf course and Estrella Mountain Regional Park to the west.

Appendix 1.1.1B – Map Estrella Mountain Regional Park with RV Sites

The areas shown depict the proposed area(s) for the RV Complex as stated in this RFP. Exclusive of infrastructure, terrain, landscape to be preserved, etc. using a template of 40' x 40' for each RV site, the area(s) depicted could accommodate up to and possibly in excess of two hundred (200) RV sites.

The area shown also replicates, if proposed by the Successful Proposer, sections to facilitate phasing of the development.

There are known archeological sites, etc. in the area. The Successful Proposer would be required to perform all required environmental studies and take necessary precautions to preserve said sites. County will make available to the Successful Proposer information pertaining to previous studies.

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APPENDIX 1.1.7 – CONCESSION GUIDELINES

The desire of County is to expand recreational opportunities available to the recreating public through selection of a Selected Proposer to develop, operate, manage and maintain an RV resort concession. Guidelines for concession are stated below.

1. Must be family-oriented and not be offensive to the general population.
2. No person shall be denied use of the facility because of race, sex, age, handicap, disability, color, religion, sexual orientation, or national origin.
3. The Proposer and their contractors shall conform to all applicable laws, regulations, codes, etc. e.g. immigration, health, building, zoning, environmental and safety codes.
4. The Proposer agrees it shall not discriminate against any employee or applicant for employment because of race, sex, age, religion, national origin or disability.
5. The Successful Proposer shall be responsible for all costs associated with development, operation, management and maintenance of the Complex.
6. The Successful Proposer shall be responsible for all planning, permitting, studies, and construction, performance guarantees and associated costs.
7. The Successful Proposer shall be responsible for general and more complex maintenance, and all incurred costs, of the Complex.
8. The Successful Proposer is responsible for all costs incurred in regards to capital improvement projects on the Complex.
9. The Successful Proposer is responsible for the cost of all utilities.
10. The Successful Proposer agrees to indemnify and save harmless the County or any of its departments, agencies, officers or employees, from and against all loss, expense, damage or claim of any nature whatsoever which is caused by any activity, condition or event arising out of the performance or nonperformance of the Successful Proposer.

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APPENDIX 7.6 – EVALUATION SELECTION FACTORS

Evaluation Criteria	Maximum Points	Evaluation Points
Completeness of Proposal	100	
Responses to RFP Provisions	60	
Proposer's References	35	
Proposer's Presentation (if required)	5	
Development Plan	350	
Overall Concept - Supports Parks' Mission and other Concessions	125	
Timetable for Development	125	
Additional Services or Improvements Beyond Scope	50	
Environmental Considerations	50	
Management and Operations Plan	350	
Management Qualifications	110	
Operations Plan	120	
Financial Strength and Capability	120	
Revenue	100	
Proposed Minimum Fee to be Paid to County	50	
Strength of Pro-Forma in Projection of Future Revenue	50	
Overall	100	
Overall Strength of Proposal	75	
Previous County or Parks' Performance	25	
	1,000	

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**APPENDIX 7.7 – ADMINISTRATIVE INSTRUCTIONS FOR THE PRE- PROPOSAL
CONFERENCE**

Date: December 3, 2009

Time: 9:00 a.m.

**Location: Nature Center, Estrella Mountain Regional Park, 15099 W. Casey Abbott Drive
North, Goodyear, AZ 85338**

Contact Phone Number: 623-932-3811

Agenda:

9:00 a.m. – 9:15 a.m.	Opening Remarks
9:15 a.m. – 10:30 a.m.	Introduction; Scope and Intent; Exceptions; Demographic Trends; Discuss RFP Highlights
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 11:15 a.m.	Questions; Answers; Clarification
11:15 a.m. – 12:00 p.m.	Site Visit; Wrap Up

Administrative Notes:

1. Bring the RFP with all exhibits and appendixes to the Pre-Proposal Conference.
2. Bring a business card to be retained by Parks.
3. Be on time – doors will close at 9:00 a.m. and entry will be denied
4. Participants will be required to enter the Park through the Entry Station located in the vicinity of the intersection of Vineyard Avenue and Casey Abbott Drive. Inform the Entry Station that you are attending the Pre-Proposal Conference and Park entry fees will be waived.
5. Parking is available at the Nature Center.